



Town Council Town Council Meeting
December 1st, 2021 @ 7:30 pm
Town Hall & CONFERENCE CALL

7:30 pm Town Council Meeting

- I. Call to Order:
- II. Opening Ceremonies
 - a. Roll Call:
 - b. Pledge of Allegiance:
 - c. Recognition of Visitors:
 - d. Announcements:
- III. Adoption of Agenda.
- IV. Approval / Rejection of Minutes
 - a. Approval/ Rejection of Council Minutes from the November 3rd, 2021, Town Council Meeting.
- V. State Police:
 - a. An update on November 2021 activity.
- VI. Town of Townsend Police Chief's Report
- VII. Mayor's Report
- VIII. Reports
 - a. Town Attorney Fred Townsend III
 - b. Town Engineer Edwin Van-Otoo
 - 1. An update on Town Engineering Projects.
 - 2. **ACTION ITEM:** Discussion and possible vote on quotes to repair or replace the solar panels located at Townsend Town Hall.
 - c. Town Manager
 - 1. Status update on the COVID-19 pandemic.
 - 2. A report on Town Administrative activities
 - 3. **ACTION ITEM:** Discussion and possible vote regarding the subscription and purchase of SSD Assurance, two-factor authentication program.
- IX. Committee Reports
 - a. **Finance Committee:** Chair: Mayor Miller, Co-Chair: Councilman Dugan
 - a. Review and possible discussion on the November 2021 Budget vs. Actual Report.
 - b. **ACTION ITEM:** A discussion and possible vote on Resolution2021-018, a Resolution to modify the administrative spending authority of the Town Manager.

Town Meetings have returned to an in-person format. Residents may choose to attend meetings in person or via electronic means. Townsend Town Hall will be available to the Town Council and those of the public wishing to attend in person. All personnel and visitors entering Town Hall must wear masks and comply with all CDC guidelines, including social distancing guidelines. Those that are sick or who have been exposed to the COVID-19 virus are asked to not enter Town Hall and may attend the meeting virtually. Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link:

<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at www.townsend.delaware.gov or by joining the meeting via computer.

- b. **Human Resources Committee:** Chair: Mayor Miller
 - a. **ACTION ITEM:** Discussion and possible vote on personnel matters.
 - c. **Public Works Committee:** Chair: Councilman Dugan, Co-Chair: Councilman Mertz
 - d. **Land Use and Development Committee:** Chair: Councilman Lobdell, Co-Chair: Councilman Dugan
 - a. A status update on the 2020 Comprehensive Plan PLUS review comments.
 - b. **ACTION ITEM:** A discussion and possible vote to pursue the annexation of Parcel # 14-016.00-068; located at 6091 Summit Bridge Rd., Townsend, DE as recommended by the Planning Commission.
 - e. **Veterans Committee:** Chair: Councilwoman Clarke, Co-Chair: Mayor Miller
 - f. **Public Safety Committee:** Chair: Councilman Mertz, Co-Chair: Councilwoman Clarke
 - g. **Community Engagement Committee:** Chair: Councilwoman Clarke, Co-Chair: Councilman Lobdell
 - a. A discussion and update regarding the reinstatement of the Junior Town Council.
 - b. An update regarding December Town events including the Caroling and the Tree Lighting and the Holiday Decoration Contest.
 - h. **Parks and Recreation Committee:** Chair: Councilman Lobdell, Co-Chair: Councilman Mertz
 - i. **National Wildlife and Historic Preservation Committee:** Chair: Councilwoman Clarke
- X.** Citizens Comments & Participation
- XI.** Recess Council Meeting to Convene Executive Session
- XII.** Convene Executive Session: In accordance with 29 Del. C. §10004 (B)(6) the Town Council will be meeting in executive session relating to the content of documents excluded from the definition of “public record” in § 10002 of this title where such discussion may disclose the contents of such documents.
- XIII.** Close Executive Session & Re-convene Council Meeting.
- XIV.** Adjournment.
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